

CITY OF MILWAUKEE
Department of Public Works
Request for Proposals for Consultant Services
Complete Streets Policy Development / Project Development and Implementation Procedures
OFFICIAL NOTICE NO. 53-2015

The Department of Public Works (DPW) is issuing a Request for Proposals (RFP) for qualified consultants to provide assistance with the development of a Complete Street policy for the City of Milwaukee and to assess and recommend improvements to the Department's existing project development procedures and practices to aid policy implementation.

All submittals should be sent to Jeffrey Polenske, City Engineer, City of Milwaukee, 841 North Broadway, Room 701, Milwaukee, Wisconsin, 53202 by Friday, March 27, 2015 at 3:00 PM (Central Time). Only written responses and/or addenda will be binding upon the City. All proposals and accompanying documentation will become the property of the Department of Public Works and may not be returned. Selection of a proposal does not affect this right.

The RFP and supporting documentation will be available on the City of Milwaukee's Department of Public Works website at http://www.mpw.net/services/bids_home on February 26, 2015. **YOU MUST CALL 414-286-3314 TO HAVE YOUR FIRM'S NAME AND CONTACT INFORMATION (address, phone, fax, email address) PLACED ON THE RFP HOLDER'S LIST ONCE YOU DOWNLOAD/PRINT THE RFP PACKAGE.** If you do not provide your firm's contact information, the City of Milwaukee cannot provide responses to requests for clarifications and/or provide any addenda to all RFP holders, which may result in your firm having incomplete information.

It is the responsibility of the firm, prior to submitting a response to the RFP, to determine whether all necessary forms, documentation, and addenda have been received. All required forms and addenda receipt must accompany proposal submittal to the RFP. Failure to include any required forms and/or addenda receipt may result in rejection of proposals.

All written requests for clarification in response to the RFP must be directed to Kristin Bennett, AICP (Project Manager) at Kristin.Bennett@milwaukee.gov and received by no later than Tuesday, March 10, 2015 at 3:00 pm (Central Time). (Written requests for clarification can also be sent to Kristin Bennett via mail at City of Milwaukee, 841 North Broadway, Room 920, Milwaukee, Wisconsin, 53202.)

The City of Milwaukee reserves the right to accept or reject any or all submittals and to waive irregularities which would best serve City of Milwaukee interests.

Contractor must comply with all provisions of the City of Milwaukee General Official Notice to Contractors referenced herein and at <http://www.mpw.net/Pages/bids.html>.

Small Business Enterprise (SBE) is required in all contracting activities of the Department of Public Works. The ordinance requires that City-certified SBEs be utilized for 18% of the total dollars annually expended through prime contracts or subcontracts for Professional Services. To that end, the Commissioner of Public Works, as a contracting officer for the City, requires all bidders to utilize SBEs as subcontractors on all contracts. For this contract, bidders are required to achieve the minimum percent of SBE participation listed above.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Milwaukee encourages the fair consideration of minorities and women in the performance of this contract.

Signed:



GHASSAN KORBAN
Commissioner of Public Works